

2003 COUNCIL PACKET AND AGENDA PREPARATION GUIDELINES WITH CALENDAR



PREPARED BY THE CITY CLERK'S OFFICE 11/21/02

I. OVERVIEW

These guidelines have been prepared in an effort to fully acquaint the Aldermen and Department Directors with the process of preparing legislation and other matters for the City Council agenda packets. These guidelines are intended to be a helpful guide in the preparation of Council agenda items.

The Council agenda serves four purposes: communication, control, compliance, and decision-making.

- As a communication tool, the agenda informs the public, the City Council, department directors, City staff and the press of matters to be considered by the Council on a given date.
- As a control tool, the agenda process provides a formal and orderly process for considering the City's business.
- As a compliance tool, the agenda process must meet the requirements of the City Charter and Code (esp. Chapter 2.16), the Maryland Open Meetings Act and other applicable laws. Various provisions of law mandate that the Council follow certain procedural requirements in conducting City business. These guidelines will help assure compliance with those requirements.
- As a decision-making tool, the agenda allows the administration to bring City business to the attention of the City Council for consideration and to request action in the sequence and at the time deemed appropriate by the Mayor.

Items with fiscal impact are reviewed by the Finance Director. All agenda items are reviewed by the City Attorney for compliance with applicable law. The final agenda is established by the Mayor.

II. AGENDA DEADLINES

Agenda deadlines are structured to provide the City Council with the agenda packet on the **Wednesday** immediately prior to a Monday meeting ("**Packet Wednesday**"). This allows the Council members to review the agenda materials over the next four days and allows them to make necessary inquiries prior to Monday's meeting.

City Council meetings are held the second and fourth Mondays of each month in the Council Chamber, 160 Duke of Gloucester Street, Annapolis, MD. On the second Monday of each month, the City Council holds a "Regular Meeting" at 7:30 p.m. This is the meeting where action on legislation and business items is taken. On the fourth Monday of each month, the City Council holds a "Public Hearing" at 7:00 p.m. (or as set by the Mayor). This meeting is for scheduled, advertised public hearings and testimony is taken from the applicant and the general public. Legislative action is not taken on public hearing nights.

Occasionally, special or emergency meetings of the Council are called by the Mayor on his/her own initiative or after a formal request by the Council. Items scheduled for these meetings are determined by the purpose for which they are called.

On Packet Wednesday, agendas are posted on the bulletin board in the main lobby of City Hall and the press is notified. Copies of the agenda and legislation scheduled for 1st Reader are available in the City Clerk's Office and on the City's web-site (www.annapolis.gov) from Packet Wednesday onward.

III. LEGISLATION DEADLINES

Only the Mayor or Aldermen or Department Directors may propose legislation.

All requests for legislation (charter amendments, ordinances or resolutions) should be submitted to the Legislative Specialist, Cyndi Brannan at 410-263-1184 or CLBrannan@annapolis.gov.

Draft legislation must be reviewed by the originator and the City Attorney. After the review process, the legislation must be approved and finalized by the originator by the **Friday** before the Packet Wednesday ("**Document Friday**"). Occasionally, legislation may be held until the next regular meeting pending the proper review.

IV. PUBLIC HEARINGS

Public hearings provide citizens the opportunity to express their position on legislation that is pending. According to City Code requirements, notice in a newspaper of general circulation is required for public hearings.

In order that all those who wish to speak at a public hearing may do so, speakers should limit their remarks to no more than 3 minutes. Speakers representing organizations will be allowed 5

minutes. Speakers may sign-up in advance by calling the Legislative Specialist at 410-263-1184. Speakers may also sign up the night of the hearing prior to the item being called by the Mayor. Sign up forms are also available on the City's web-site.

In most cases, public hearings involve documents of various kinds. The initiating department must provide the City Clerk with 14 copies of all the necessary information, reports and findings related to a public hearing agenda item for inclusion in the City Council packets, **no later than Document Friday** (see last page of this document).

Legislative action is ***not*** taken at public hearing meetings.

V. GENERAL

Any other items requested to be included in a Council packet must be submitted to the City Clerk, 14 copies of each item, prior to the Document Friday deadline as set forth in the attached "2003 City Council Agenda Document Submission Deadline".

For further information, please contact: Cyndi Brannan

Legislative Specialist

410-263-1184

410-280-1853 (fax)

CLBrannan@annapolis.gov

2003 City Council Meeting Schedule

November 21, 2002

Meeting Date 2nd/4th Monday	Packet Wednesday Wed. before Mtg.	Document Friday Fri. before Packet Wed.
January 13	January 8	January 3
January 27	January 22	January 17
February 10	February 5	January 31
February 24	February 19	February 14
March 10	March 5	February 28
March 24	March 19	March 14
April 14	April 9	April 4
April 28	April 23	April 18
May 12	May 7	May 2
Tuesday, May 27	26 Memorial Day May 21	May 16
June 9	June 4	May 30
June 16	23 MML June 11	June 6
July 14	July 9	July 4
July 28	July 23	July 18
August	NO MEETINGS	
September 8	September 3	August 29
September 22	September 17	September 12
October 13	October 8	October 3
October 27	October 22	October 17
November 10	November 5	October 31
November 24	November 19	November 14
December 8	December 3	November 28
December 22	December 17	December 12